

**TOWN OF GOSHEN
BOARD OF SELECTMEN
MINUTES – Regular Meeting
Town Hall Conference Room
August 25, 2015**

PRESENT: Dexter Kinsella, Steven M. Romano, Robert P. Valentine

OTHERS: Allan Walker, Cindy Barrett, Recreation Commission members: Don Patterson, Nanci Howard, Erin Hurlburt, and Garret Harlow

Robert P. Valentine called the meeting to order at 5:00 pm.

IN A MOTION made by Dexter S. Kinsella, seconded by Steven M. Romano, it was VOTED that the minutes of the meeting of August 11, 2015, were approved as submitted. Voted unanimous.

MATTERS ARISING OUT OF THE MINUTES: NONE

IN A MOTION made by Robert P. Valentine, seconded by Dexter S. Kinsella, it was VOTED to approve the warrant and payroll of August 20, 2015, in the amount of \$44,721.01. It was noted that included in the payroll and warrant were the payroll in the amount of \$10,684.98, and the warrant in the amount of \$34,036.03. Voted in favor, with Steven M. Romano abstaining.

IN A MOTION made by Dexter S. Kinsella, seconded by Robert P. Valentine, it was VOTED to approve the warrant and payroll of August 27, 2015, in the amount of \$45,314.18. It was noted that included in the payroll and warrant were the payroll in the amount of \$19,374.60, and the warrant in the amount of \$25,939.58. Voted unanimous.

PUBLIC COMMENT: NONE

FIRST SELECTMAN'S REPORT:

First Selectman Valentine was pleased to report that the audit for the tax collector's office has been completed and found to have no deficiencies.

The 2014-2015 budget has been successfully closed. Notwithstanding, in error, an invoice was received from Torrington (after the budget closing) for charges of the benefits (Goshen's portion) included in the Animal Control Officer's compensation. In researching a previous agreement, it was found that ACO's benefits were not to be included in the fee sharing process (in last year's budget). Torrington will forgo this invoice, but the fees for Goshen's portion will be included in the 2015-2016 budget.

Public Works projects costing in excess of \$50,000 – *Municipal Set-Aside Program*: an e-mail exchange with Bob Valentine and Representatives Jay Case, Roberta Willis and Senator Clark Chapin, was positive. Bob Valentine reported he was in contact with Goshen's legislative representatives to convey his concern with the recently passed legislation concerning setting aside 25% of all Public Works projects over \$50,000 for minority and women-owned businesses. Bob conveyed his concern on how unworkable this requirement is as well and how it will inevitably increase the cost of projects. All parties agreed this legislation needs to be altered.

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The Region 6 School District's *Emergency Operations Plan* has been completed. A "table-top" exercise of this plan is being planned by Bob Valentine and Jim O'Leary to be held at the Goshen Center School.

Bob Valentine reported and un-audited year end surplus of \$185,599 from the last fiscal year. It was noted that there would be no need to use the \$327,004 budgeted from the unassigned fund balance to balance last year's budget.

Bob Valentine presented contingency transfers that will need to be presented to the Board of Finance, Wednesday, August 26, 2015.

Animal Control	\$2,266.26
Cemeteries	26.24
Conservation Comm.	399.54
Fire Commissioners	311.79
Fiscal Office	1,550.07
Newsletter	1,534.78
Street Lights	762.67
	\$6,851.35

IN A MOTION made by Dexter S. Kinsella, seconded by Steven M. Romano, it was VOTED to add **item 9e** to the agenda, *Appointment to Conservation Commission*. Voted unanimous.

Steven Romano, Chairman of the Lake Weed Committee reported that the Committee will have a booth at the Goshen Fair. This booth will have information to enhance "awareness" to the public on the condition of the three public lakes in Goshen and projects that are planned to continue to address invasive weed conditions.

CORRESPONDENCE: Bob Valentine received a letter from Laurie Mosley stating her resignation from Fire Commission Clerk and Recording Secretary for the Board of Assessment Appeals. A search for her replacement will commence.

OLD BUSINESS:

Capital Assets

Following input from the auditor, Sandra Welwood, the ***Manual of Fiscal Policies & Procedures*** is nearly complete. Ms. Welwood suggested review of two policies to possibly include in the ***Manual***: Whistle Blower; and Capital Assets. Capital Assets are defined by the town of Goshen as assets with an initial, individual cost of more than \$3,000 with an estimated useful life in excess of three (3) years. In that most other municipalities list the cost as \$5,000 for three (3) years, a brief discussion of the Selectmen reached a consensus to modify this policy for insertion in the Manual to conform to \$5,000 for three (3) years.

NEW BUSINESS:

Whistle Blower Policy

A brief discussion regarding the *Whistle Blower Policy*, Dexter Kinsella pointed out that municipalities should defer to the Connecticut General Statutes for alignment of a whistle blower policy; adding a separate policy may be redundant. Bob Valentine will confer with Attorney Chip Roraback for clarification.

IN A MOTION made by Dexter S. Kinsella, seconded by Steven M. Romano, it was VOTED to add **item 9d** – Tax Collector’s Report, July 31, 2015. Voted unanimous. A review of this report was done.

IN A MOTION made by Steven M. Romano, seconded by Dexter S. Kinsella, it was VOTED to receive the Tax Collector’s Report of July 31, 2015 as submitted. Voted unanimous.

IN A MOTION made by Steven M. Romano, seconded by Dexter S. Kinsella, it was VOTED to approve the appointment of Paul Gallo to the Conservation Commission for the balance of a term expiring 10-31-18. Voted unanimous. (This appointment replaces member Audra Allen).

Bob Valentine reported that there are also vacancies on the WPCA (Water Pollution Control Authority).

IN A MOTION made by Dexter S. Kinsella, seconded by Steven M. Romano, it was VOTED to add **item 9e** – *Purchasing Policy Waiver*. Voted unanimous.

IN A MOTION made by Dexter S. Kinsella, seconded by Steven M. Romano, it was VOTED to waive the standard Purchasing Policy per Section G for an invoice from Moore Medical in the amount of \$2,808.40 because the supplies have already been ordered and received by the Fire Company. Noted was a change in the process that is being instituted by the Fire Company to ensure the same situation doesn’t occur again. Voted unanimous.

ANY OTHER BUSINESS: Dexter Kinsella conducted an investigation into installing an elevator in the Town Hall building. Regulations require an engineer and architect to oversee the construction. Otis Elevator provides both services. Costs are in the range of \$90,000. Bob Valentine will look into applying for a Small Cities grant.

NEW BUSINESS (continued)

9c Joint Meeting- BOS and Recreation Commission ref: Recreation Director

Bob Valentine began the conversation regarding the search for a replacement for the Goshen Recreation Director suggesting a search committee be formed, goals to be attained, and a final timeline for start date.

A consensus was reached to appoint Erin Hurlburt of Goshen as “Interim Recreation Director”.

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The current job description for the Recreation Director was reviewed, and several changes were decided upon to update the tasks and requirements to align with the current programs. The Recreation Commission will work to finalize the job description and bring it back to the Board of Selectmen for final approval.

IN A MOTION made by Dexter S. Kinsella, seconded by Robert P. Valentine, it was VOTED to adjourn the meeting at 7:30 p.m. Voted unanimous.

Respectfully submitted,

Lucille A. Paige, First Selectman's Aide